

Presentation Skills for Executive Presence and Impact



Many studies have found that public speaking is the number one fear amongst most people, outranking flying, snakes, insects, and even death. Ironically, it is also one of the skills that can make or break a person's career. Your participants will be provided a strong set of skills that will complement their current presentation skill set.

The *Presentation Skills* workshop will give participants some presentation skills that will make speaking in public less terrifying and more enjoyable. This workshop includes topics that participants can look forward to including: creating a compelling program, using various types of visual aids, and engaging the audience.

Workshop Objectives:

- Perform a needs analysis and prepare an outline
- Select presentation delivery methods
- Practice verbal and non-verbal communication skills
- Knock down nervousness
- Develop and use flip charts with color
- Create targeted PowerPoint presentations
- Utilize white boarding for reinforcement
- Describe how video and audio enhance a presentation and list criteria for determining what types to use
- Enrich the learning experience with humor, questions, and discussion.



Course Outline:

Module One: Getting Started

Module Two: Creating the Program

Module Three: Choosing Your Delivery Methods

Module Four: Verbal Communication Skills

Module Five: Non-Verbal Communication Skills

Module Six: Overcoming Nervousness

Module Seven: Creating Fantastic Flip Charts

Module Eight: Creating Compelling PowerPoint Presentations

Module Nine: Wow 'Em with the Whiteboard

Module Ten: Vibrant Videos and Amazing Audio

Module Eleven: Pumping it Up a Notch

Module Twelve: Wrapping Up